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| Name of applicant |  |
| Ref. No. |  |



**Junior Counsel Panel**

**Application Form**

**APPLICATION FOR NOMINATION TO THE ATTORNEY GENERAL FOR NORTHERN IRELAND’S JUNIOR COUNSEL PANELS**

**Application Form**

**MUST be returned**

**no later than 12.00 noon (GMT)**

**Friday 11 November 2016**

**by post to:**

**Maurice Dowling**

**Head of Corporate Services**

**Office of the Attorney General for Northern Ireland**

**PO Box 1272**

**Belfast**

**BT1 9LU**

Please note that in order to be valid an application must:

* be completed in full;
* be completed in either black ink in block capital letters or font size 12;
* enclose the required written documentation;
* enclose a photocopy of the applicants current practising certificate; and
* be signed and dated by the applicant.

Late or incomplete applications will not be accepted. It is your responsibility to ensure that your application is received by the Office of the Attorney General for Northern Ireland by the closing date and time:-

* If using Royal Mail you should note that 1st class post does not guarantee next day delivery;
* All application forms received by the Office of the Attorney General for Northern Ireland before the closing date and time will be acknowledged by e-mail.

You should contact the Office of the Attorney General for Northern Ireland (028 90725333) urgently if you do not receive an acknowledgement of your application within two days of the closing date of the competition

**SECTION 1 - PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Title:** |  | |
| **Surname:** |  | |
| **Forename(s) in full:**  **(Please underline the name by which you prefer to be known)** |  | |
| **Date of call to the NI Bar:** |  |
| **Preferred address for communication:**  **(Including post code)** |  |
| **Preferred Telephone No:** |  |
| **Email:** |  |

**SECTION 2 – THIRD LEVEL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Institution** | **Degree** | **Result** |
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**SECTION 3 - PARTICULARS OF PRACTICE**

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| **Please provide details of your specific areas of expertise at the NI Bar**  **(not more than 50 words):** |
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| --- | --- |
| **Please indicate the particular Panel(s) of Counsel you wish to apply for:** | |
| **Charity Law** |  |
| **Public Law** |  |
| **Recently Qualified** |  |

**If you wish to be considered for the Charity Law Panel please complete the following sections.**

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| --- |
| 1. **Please provide a summary of your experience at the NI Bar dealing with Charity Law (not more than 250 words):** |
|  |
| 1. **Using examples provide evidence of your skills in oral advocacy in Charity Law (not more than 500 words):**  * **You should ensure that you provide evidence of your experience, giving length of experience, examples and dates as required.** * **It is not sufficient to simply list your duties and responsibilities.** * **The selection panel will not make assumptions as to the skills and experience gained.** * **If you do not provide sufficient detail the selection panel will reject your application.** |
|  |
| 1. **Please attach one opinion and one skeleton argument as examples of your written work in Charity Law which you believe best demonstrates your skill in written advocacy.**   **These should be clearly marked ‘Charity Law’**    ***(The papers should be appropriately redacted to preserve confidentiality)*** |

**If you wish to be considered for the Public Law Panel please complete the following sections.**

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| 1. **Please provide a summary of your experience at the NI Bar dealing with Public Law (not more than 250 words):** |
|  |
| 1. **Using examples provide evidence of your skills in oral advocacy in Public Law (not more than 500 words):**  * **You should ensure that you provide evidence of your experience particularly working for or against public bodies, giving length of experience, examples and dates as required.** * **It is not sufficient to simply list your duties and responsibilities.** * **The selection panel will not make assumptions as to the skills and experience gained.** * **If you do not provide sufficient detail the selection panel will reject your application** |
|  |
| 1. **Please attach one opinion and one skeleton argument as examples of your written work in Public Law work which you believe best demonstrates your skill in written advocacy.**   **These should be clearly marked ‘Public Law’**  **(The papers should be appropriately redacted to preserve confidentiality)** |

**If you wish to be considered for the Recently Qualified Panel please complete the following sections.**

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| 1. **Please provide a summary of those matters which show your aptitude to assist the Attorney General (not more than 250 words):** |
|  |
| 1. **Using examples provide evidence of your skills in oral advocacy (not more than 500 words):**  * **You should ensure that you provide evidence of your experience, giving length of experience, examples and dates as required.** * **It is not sufficient to simply list your duties and responsibilities.** * **The selection panel will not make assumptions as to the skills and experience gained.** * **If you do not provide sufficient detail the selection panel will reject your application** |
|  |
| 1. **Please attach one opinion OR one skeleton argument as an example of your written work which you believe best demonstrates your skill in written advocacy.**     **This should be clearly marked ‘Recently Qualified’**  **(These should be appropriately redacted to preserve confidentiality)** |

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| 1. **Please provide evidence of your commitment to high quality continuing professional development (e.g. participation in the Attorney General’s Scholarship Competition or active participation in the Attorney General’s seminar series for the Young Barrister’s Association and Young Solicitor’s Association (not more than 250 words):** |
|  |

**SECTION 4 – PRO-BONO SEMINARS OR TRAINING**

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| **Please state if you are willing to give pro-bono seminars/lectures to such public bodies or organisations as maybe directed by the Attorney General for Northern Ireland?** |  |

It would be helpful if you could provide details of your experience in presenting seminars/lectures below

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**SECTION 5 – DISCIPLINARY MATTERS**

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| **Have you been the subject of a complaint to your professional body that was upheld in whole or in part?** |  |

If yes, please provide details below

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| --- | --- |
| **Complaint:** | **Penalty Imposed:** |
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| **Are there any complaints outstanding against you?** |  |

If yes, please provide details below

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**SECTION 6- CRIMINAL PROCEEDINGS**

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| --- | --- |
| **Have you ever been convicted of any criminal offence other than minor road traffic offences such as parking? Please note: THIS DOES NOT INCLUDE SPENT CONVICTIONS.** |  |
| **Are any criminal proceedings pending against you?** |  |

If yes, please provide details below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Offence** | **Court** | **Penalty** |
|  |  |  |  |
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| **Have you ever been the subject of proceedings, or paid a penalty, or made a composition in respect of a failure to pay, or any other default, relating to income tax, VAT or rates etc?** |  |
| **Are any such proceedings pending against you or has any claim been intimated by the relevant authority?** |  |

If yes, please provide details below.

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**SECTION 7- FINANCIAL**

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| **Have you ever been adjudicated bankrupt or entered into a voluntary arrangement with creditors?** |  |

If yes, please provide details below.

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**SECTION 8- PROFESSIONAL NEGLIGENCE CLAIM**

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| **Have you ever had a claim intimated against you for professional negligence?** |  |

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| **If yes, was the claim pursued to a conclusion or compromised, or is it still pending?** |  |

If pursued to a conclusion or compromised, please provide details below.

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**SECTION 9 – ACKNOWLEDGEMENTS AND CERTIFICATE OF APPLICANT**

I hereby notify the Attorney General of my willingness to act for and/or advise in any matter in which the Attorney is satisfied that I am qualified and suitable to so act or advise.

I certify that I currently have a valid practising certificate for Northern Ireland and I will not conduct any work on behalf of the Attorney General without a valid practising certificate.

I understand that in instructing counsel, the Attorney General may have regard to all relevant facts including possession of relevant experience.

I agree to give priority to any case or matter in which I am instructed by or with the Attorney General.

I understand that the Attorney General, in appointment to a Panel, does not guarantee that I will be briefed in any matter.

I understand that if I act on behalf of parties who are engaged in cases either against the Attorney General or Northern Ireland Departments or Ministers then represented by the Attorney that I may be removed from the Panel.

I agree to give such pro-bono seminars or training during my membership of any Panel as may be reasonably requested by the Attorney General.

I acknowledge that I may be removed from any Panel to which I am appointed in the event of unsatisfactory performance behaviour.

I certify that in any matter that I am asked to act for and/or advise on behalf of the Attorney General all information shall be treated in confidence and kept secure at all times. I shall comply fully with the requirements of the Data Protection Act 1998.

I certify that the particulars which I have disclosed herein are correct. I understand that if subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be removed from the Panel.

Signed:

Date:

**SECTION 10 – CHECKLIST**

1. Have you completed all appropriate sections of the Application Form?

2. Have you enclosed one opinion and/or one skeleton argument for each Panel that you wish to apply for?

Please send this completed application form and enclosures to:

**Maurice Dowling**

**Head of Corporate Services**

**Office of the Attorney General for Northern Ireland**

**PO Box 1272**

**Belfast**

**BT1 9LU**